

EXHIBIT III-HB4

REPORT NAME:	Appropriation Transactions Summary Report			REPORT NO:	CSTARHB4
PURPOSE:	Provides a summary of History File records affecting appropriation balances. This report is used to perform the monthly appropriation reconciliation of CALSTARS to SCO balances.				
DESCRIPTION:	The report sorts Appropriation and History File records in a sequence similar to the SCO Agency Reconciliation Report. The HB4 Report is used together with the DB1 Report to perform the SCO/CALSTARS monthly reconciliation. Also see the DB2 and H02 reports to perform an automated SCO/CALSTARS monthly reconciliation				
REPORT REQUEST OPTIONS:					
Report Period:					
FM: CM, PM or PY					
P: Not Applicable					
Level of Detail:					
<u>Index (I)</u>		<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	
0-No Organization		Not Applicable	Not Applicable	1-Fund	
1-Section				2-Fund Detail	
Fund Selection: Blank (all Funds) or any valid Fund					
General Ledger Account Number (GLAN) Selection: Any valid 4-digit Enactment Year					
Additional Report Selection Options: Not applicable					
Destination Options: All available output media					
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:					
Report Period FM: PM or PY					
Level of Detail: All options available					
Fund Selection: Blank only					
FINANCIAL ELEMENTS:					
Expenditures Per SCO (1140): Lists all History File records with a Debit (DR) or Credit (CR) to General Ledger (GL) 1140. Includes expenditures and receipts by Document Number. Should match an entry on the SCO Agency Reconciliation Report. Normal balance is a Debit for expenditures and a Credit for remittances to SCO or cash receipts.					
Expenditures/Revenue/Reimbursement: GL=8000, 8100, 9000, 9811, 9812, 9821, 9822, 9830, 9844 and 9891. Lists all History File records that affect an appropriation for expenditure and receipt transactions. Normal balance may be a Debit or a Credit.					
Accruals and Cash - Debit, Credit: GL=1110, 1115, 1311-1314, 1320, 1330, 1400, 1500, 1730, 1740, 1750, 3010, 3020, 3021, 3110, 3120, 3210, 3220, 3290, 3400 and 6297. Entries in the first two columns are also displayed here when they affect an appropriation with the GLAN displayed after the amount. This detail listing is followed by a summary of all Debits and Credits that affect the appropriation.					

EXHIBIT III-HB4 (Continued)

REPORT NAME: Appropriation Transactions Summary Report	REPORT NO: CSTARHB4
FINANCIAL ELEMENTS: (Continued) <p>Budget: GL=1730, 1740, 1750, 6110, 6230, 6231 and 6270. Sum of History File records for the GLs shown. The column also identifies which Budgetary financial field is posted:</p> <p>BUD - Budget; REV - Revisions; RES - Reserves; RVR - Reversions; ALL - Allocations From Headquarters and Allocations To Units; EST - Estimated Reimbursements and Estimated Revenues; and, ADV - Advances.</p> <p>Normal balance may be a Debit or a Credit..</p> <p>The following recap totals appear at the end of each Appropriation record:</p> <p>- Beginning Balance Per AP File: Displays the beginning AP File balance for the appropriation record, calculated as follows:</p> <p><u>Budget:</u> Sum of AP File Budget, Revisions, Reserve, Reversion, Allocated to Units, Allocated from HQ, Est. Reimbursements, and Est. Revenue.</p> <p><u>Expenditures:</u> Sum of AP File Net Transfer, Earned Reimbursements, Earned Revenue and Expenditures.</p> <p><u>Encumbrances:</u> Sum of AP File Encumbrances and Allocated Encumbrances (Annual or Monthly).</p> <p><u>Balance:</u> Sum of Budget, Expenditures and Encumbrances.</p> <p>- Ending Balance (History + AP): Calculated as the sum of the Beginning Balance Per AP File and the sum of History activity displayed for the appropriation record.</p> <p>- Ending Balance Per AP File: Displays the ending AP File balance for the report record, calculations as noted for the Beginning Balance Per AP File. This line should always equal the Ending Balance (History + AP) line above.</p>	
SPECIAL NOTES: <p>All History File Claim Schedule documents are classified as Document Type 50. When the Transaction Code (TC) requires a Claim Schedule Number or the TC has a posting to GL 3020, it is classified as a Claim Schedule document.</p> <p>History File records are sorted by document number and have a sub-total based on the first two digits of the Document number. The sequence for selecting the sorting document number is:</p> <ul style="list-style-type: none"> - If TC requires a Claims Schedule Number, it is used; - If TC requires a Reference Document Number, it is used; otherwise - Current Document Number is used. <p>When the Appropriation Symbol Table has an Account Type of CA, the Program/Category field is set to 99 with a title of "Clearing Account".</p>	

EXHIBIT III-HB4 (Continued)

REPORT NAME: Appropriation Transactions Summary Report	REPORT NO: CSTARHB4
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SPECIAL NOTES: (Continued)

When the Account Type is **PR** the Reference field is displayed as "REF/FFY".

When the History File, AS Table or Appropriation File Reference is **980**, the Reference is set to "000" (all zeros).

Fund 0998 records from the History and Appropriation Files are excluded.

A chart identifying the classification of Appropriation and History File Records for this report follows the report sample.

History records with a Source of **4nnnnn**, **48nnnn** or **9nnnnn** are set to zeros in order to match the Appropriation File record.

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
ENY	None	Yes	No
Reference	None	Yes	No
FFY	None	Yes	No
SCO Type	System assigned	Yes	No
Account Type	None	Yes	No
Program/Category/Source	None	Yes	Yes
Document Type	None	No	Yes, on 1 st 2 digits
Document Number	None	No	No
Reference Document Number	None	No	No
Batch ID	None	No	No
Record Type ^{1/}	None	No	No
General Ledger	None	No	No

^{1/} Identifies if the record comes from the Appropriation or History File.

EXHIBIT III-HB4 (Continued)

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CSTARHB4 9990 (DEST: AA SPEC) PM, ,1,0,0,1,0001,      ,      ,      ,      ,      ***** RUN:10/31/05 TIME:06.00
FISCAL MONTH: 03 SEPTEMBER      1(SEC )***** 1(FUND ) FUND(0001)*****
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DEPARTMENT OF AIR QUALITY
APPROPRIATION TRANSACTIONS SUMMARY REPORT
AS OF 09/30/05

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SECTION:	00	
FUND:	0001	GENERAL FUND
ENACTMENT YR:	05	
REFERENCE:	004	BUDGET ACT SUPPORT
SCO TYPE:	D	DISBURSEMENT (EXPENDITURE)
ACCOUNT TYPE:	00	SCHEDULED ITEM
PROG/CAT:	54 00 000 000	BENEFITS ADMINISTRATION

DOCUMENT NUMBER	REFERENCE DOCUMENT	BATCH ID DATE TYP NO	EXPENDITURES PER SCO (1140)	EXPENDITURES/ REV/REIMB	ACCRUALS AND CASH				BUDGET
					DEBIT		CREDIT		
RHCA0602-00		1005 02 099	60,017.24	60,017.24	0.00		0.00		0.00
RHCB0602-00		1005 02 099	341,175.00	341,175.00	0.00		0.00		0.00
RHCR0602-00		1005 02 099	5,770.75	5,770.75	0.00		0.00		0.00
*TOTAL DOCUMENT TYPE RH			406,962.99	406,962.99	0.00		0.00		0.00
0503062 -		0914 WA 999	0.00	0.00	75.00	3021	75.00	3020	0.00
0503062 -		0914 04 076	0.00	75.00	0.00		75.00	3021	0.00
0503062 -	05030620	1005 WW 001	75.00	0.00	75.00	3020	0.00		0.00
*TOTAL DOCUMENT TYPE 50			75.00	75.00	150.00		150.00		0.00
*TOTAL HISTORY			407,037.99	407,037.99	0.00	1110	0.00	1110	0.00 BUD
					0.00	1115	0.00	1115	0.00 REV
					0.00	1311	0.00	1311	0.00 RVR
					0.00	1330	0.00	1330	0.00 ALL
					0.00	1400	0.00	1400	0.00 EST
					0.00	1500	0.00	1500	0.00 ADV
					0.00	3010	0.00	3010	
					0.00	3020	0.00	3020	
					0.00	3021	0.00	3021	
					0.00	3110	0.00	3110	
					0.00	3120	0.00	3120	
					0.00	3210	0.00	3210	
					0.00	3220	0.00	3220	
					0.00	3290	0.00	3290	
					0.00	6297	0.00	6297	
					0.00		0.00		

	BUDGET	EXPENDITURES	ENCUMBRANCES	BALANCE
BEGINNING BALANCE PER AP FILE:	23,650,000.00-	341,187.07	0.00	23,308,812.93-
ENDING BALANCE (HISTORY + AP):	23,650,000.00-	748,225.06	0.00	22,901,774.94-
ENDING BALANCE PER AP FILE:	23,650,000.00-	748,225.06	0.00	22,901,774.94-

EXHIBIT III-HB4 (Continued)

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CSTARHB4 9990 (DEST: AA SPEC) PM, ,1,0,0,1,0001,      ,      ,      ,      ,      ***** RUN:10/31/05 TIME:06.00
FISCAL MONTH: 03 SEPTEMBER      1(SEC )***** 1(FUND ) FUND(0001)*****
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DEPARTMENT OF AIR QUALITY
APPROPRIATION TRANSACTIONS SUMMARY REPORT
AS OF 09/30/05

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SECTION:          00
FUND:             0001          GENERAL FUND
ENACTMENT YR:    05
REFERENCE:        001          BUDGET ACT SUPPORT
SCO TYPE:         D            DISBURSEMENT (EXPENDITURE)
ACCOUNT TYPE:     CA            CLEARING ACCOUNT
PROG/CAT:         99 00 000 000 CLEARING ACCOUNT
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DOCUMENT NUMBER	REFERENCE DOCUMENT	BATCH DATE	ID TYP NO	EXPENDITURES PER SCO (1140)	EXPENDITURES/ REV/REIMB	ACCRUALS AND CASH				BUDGET
						DEBIT		CREDIT		
0503073 -		0921	04 087	0.00	974.49	0.00		974.49	3021	0.00
0503073 -	05030730	1005	WW 001	974.49	0.00	974.49	3020	0.00		0.00
0503076 -		0921	WA 999	0.00	0.00	6,059.18	3021	6,059.18	3020	0.00
0503076 -		0921	04 090	0.00	6,059.18	0.00		6,059.18	3021	0.00
0503076 -	05030760	1005	WW 001	6,059.18	0.00	6,059.18	3020	0.00		0.00
0503078 -		0923	WA 999	0.00	0.00	4,583.49	3021	4,583.49	3020	0.00
0503078 -		0923	04 093	0.00	4,583.49	0.00		4,583.49	3021	0.00
0503078 -	05030780	1005	WW 001	4,583.49	0.00	4,583.49	3020	0.00		0.00
0503079 -		0926	WA 999	0.00	0.00	1,578.62	3021	1,578.62	3020	0.00
0503079 -		0926	04 094	0.00	1,578.62	0.00		1,578.62	3021	0.00
0503079 -	05030790	1005	WW 001	1,578.62	0.00	1,578.62	3020	0.00		0.00
0503080 -		0926	WA 999	0.00	0.00	34,122.50	3021	34,122.50	3020	0.00
0503080 -		0926	04 095	0.00	34,122.50	0.00		34,122.50	3021	0.00
0503082 -		0929	WA 999	0.00	0.00	5,291.25	3021	5,291.25	3020	0.00
0503082 -		0929	04 097	0.00	5,291.25	0.00		5,291.25	3021	0.00

*TOTAL DOCUMENT TYPE 50	810,384.92	485,412.79	1,300,675.43	975,703.30	0.00
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*TOTAL HISTORY	2,065,071.61	0.00	0.00	1110	0.00	1110	0.00	BUD
			0.00	1115	0.00	1115	0.00	REV
			0.00	1311	0.00	1311	0.00	RVR
			0.00	1330	0.00	1330	0.00	ALL
			0.00	1400	35.00	1400	0.00	EST
			0.00	1500	0.00	1500	0.00	ADV
		324,972.13	3020		0.00	3020		
		0.00	3210		0.00	3210		
		0.00	3220		0.00	3220		
		0.00	3290		0.00	3290		
		1,740,134.48	6297		0.00	6297		
		0.00			0.00			

BEGINNING BALANCE PER AP FILE:	0.00	0.00	0.00	0.00
ENDING BALANCE (HISTORY + AP):	0.00	0.00	0.00	0.00
ENDING BALANCE PER AP FILE:	0.00	0.00	0.00	0.00

EXHIBIT III-HB4 (CONTINUED)
HB4 REPORT SCO TYPE FILE CLASSIFICATION

SCO Type	HY File Record Selection Criteria ^{1/}	AP File Record Selection Criteria ^{2/}
R - Revenue	<p>SCO Type "R - Revenue" assigned when:</p> <p>Fund is NOT 0888 or 0890 AND data is present in the AP File 12, 13, 22, 25 or 28 buckets.</p> <p>If record is not assigned a SCO Type based on AP File buckets then SCO Type is assigned based on a GL evaluation:</p> <p>Fund is NOT 0888 or 0890 AND one of the following:</p> <p style="padding-left: 40px;">GL is 1313, 1314 or 1320.</p> <p style="text-align: center;"><u>OR</u></p> <p style="padding-left: 40px;">GL is 1110, 1115, 1330, 1400, 1500, 3020, 3021, 3110, 3210, 3220 or 3290 AND Source is NOT blank, 000000, 3nnnnn, 58nnnn or 9nnnnn.</p> <p style="text-align: center;"><u>OR</u></p> <p style="padding-left: 40px;">GL is 3400 AND Subsidiary is 3410nnnn or 3430nnnn.</p>	<p>SCO Type "R - Revenue" assigned when:</p> <p>Fund is NOT 0888 or 0890 AND data is present in the 12, 13, 22, 25 or 28 buckets AND Source is NOT 3nnnnn.</p>
D – Disbursement (Expenditures)	<p>SCO Type "D – Disbursement (Expenditures)" assigned when:</p> <p>Expenditures: Data is present in AP File 01, 02, 05, 07, 08, 09, 14, 17, 23, 26 or 32 buckets EXCLUDING records when data is in the AP File 01, 02, 05, 07, 08, or 09 buckets AND Source is NOT blank or 000000 AND Fund is NOT 0890 or 0888.</p> <p style="text-align: center;"><u>OR</u></p> <p>Operating Transfers Out: Data is present in AP File 04 AND Source is blank or 000000.</p> <p>If record is not assigned a SCO Type based on AP File buckets then SCO Type is assigned based on a GL evaluation:</p> <p style="padding-left: 40px;">GL is 1311, 3010, 3110 or 6297.</p> <p style="text-align: center;"><u>OR</u></p> <p style="padding-left: 40px;">GL is 1110, 1115, 1330, 1400, 1500, 3210, 3220 or 3290 AND Source is blank, 000000, or 58nnnn.</p> <p style="text-align: center;"><u>OR</u></p> <p style="padding-left: 40px;">GL is 3020 or 3021 AND Source is blank or 000000</p>	<p>SCO Type "D - Disbursement (Expenditures)" assigned when:</p> <p>Expenditures: Data is present in the 01, 02, 04, 05, 08, 09, 14, 15, 17, 20, 23, 26, 32 or 33 buckets AND Source is NOT 3nnnnn.</p> <p style="text-align: center;"><u>OR</u></p> <p>Operating Transfers Out: Data is present in the 04 financial field AND Source is blank or 000000.</p>

EXHIBIT III-HB4 (Continued)

SCO Type	HY File Record Selection Criteria ^{1/}	AP File Record Selection Criteria ^{2/}
<p>F – Reimbursements And F – Federal Receipts</p>	<p>SCO Type "F - Reimbursements" (Fund is NOT 0888 or 0890) OR SCO Type "F - Federal Receipts" (Fund is 0888 or 0890) assigned when:</p> <p>Source is 9nnnnn</p> <p>OR</p> <p>Data is present in AP File 10, 11, 21, 24 or 27 buckets.</p> <p>OR</p> <p>Fund is 0888 or 0890 AND data is present in the AP File 12, 13, 22, 25 or 28 buckets.</p> <p>If record is not assigned a SCO Type based on AP File buckets then SCO Type is assigned based on a GL evaluation:</p> <p>GL is 1312.</p> <p>OR</p> <p>GL is 1110, 1115, 1330, 1400, 1500, 3020 or 3021 AND Source is 9nnnnn.</p> <p>OR</p> <p>GL is 3400 AND Subsidiary is 3420nnnn.</p> <p>OR</p> <p>If Fund is 0888 or 0890 AND one of the following:</p> <p>GL is 1313, 1314 or 1320.</p> <p>OR</p> <p>GL is 1110, 1115, 1330, 1400, 1500, 3020, 3021, 3110, 3210, 3220 or 3290 AND Source is NOT blank, 000000, 3nnnnn, 58nnnn, or 9nnnnn.</p> <p>OR</p> <p>GL is 3400 AND Subsidiary is 3410nnnn or 3430nnnn.</p>	<p>SCO Type "F - Reimbursements" (Fund is NOT 0888 or 0890) OR SCO Type "F - Federal Receipts" (Fund is 0888 or 0890) assigned when:</p> <p>Data is present in the 10, 11, 21, 24 or 27 buckets AND Source is NOT 3nnnnn.</p> <p>OR</p> <p>Fund is 0888 or 0890 AND data is present in the 12, 13, 22, 25 or 28 buckets AND Source is NOT 3nnnnn.</p>
T - Operating	SCO Type "T - Operating Transfers"	SCO Type "T - Operating Transfers"

EXHIBIT III-HB4 (Continued)

SCO Type	HY File Record Selection Criteria ^{1/}	AP File Record Selection Criteria ^{2/}
Transfers	<p>(Operating Transfers In) assigned when:</p> <p>Data is in the AP File 01, 02, 05, 07, 08, or 09 buckets AND Source is NOT blank or 000000 AND Fund is NOT 0890 or 0888.</p> <p>OR</p> <p>Data is in the AP File 04 bucket AND Source is NOT blank or 000000.</p> <p>If record is not assigned a SCO Type based on AP File buckets then SCO Type is assigned based on a GL evaluation:</p> <p>GL is 1110, 1115, 1330, 1400 or 3110 AND Source is 3nnnnn.</p>	<p>(Operating Transfers In) assigned when:</p> <p>Data is in the 01, 02, 03, 05, 08, 09, 10, 11, 12, 13, 14, 15, 17, 20, 21, 22, 23, 24, 26, 27, 28, 32 or 33 buckets AND Source is 3nnnnn.</p> <p>OR</p> <p>Data is in 04 financial field AND Source is NOT blank or 000000.</p>
D – Disbursement (Advances)	<p>SCO Type "D – Disbursement (Advances)" assigned when:</p> <p>Data is in the AP File 03 bucket.</p> <p>If record is not assigned a SCO Type based on AP File buckets then SCO Type is assigned based on a GL evaluation:</p> <p>GL is 1730 AND Source is blank or 000000.</p>	<p>SCO Type "D – Disbursement (Advances)" assigned when:</p> <p>Data is present in 03 financial field AND Source is NOT 3nnnnn.</p>

1/ The record selection criteria for History File records may qualify the record for placement under more than one SCO Type. The program analyzes each record using the stated conditions in the following order:

- AP File bucket analysis:
 - Revenue
 - Disbursement (Expenditures)
 - Reimbursements/Federal Receipts
 - Operating Transfers
 - Disbursement (Advance)
- GL analysis:
 - Revenue
 - Disbursement (Expenditures)
 - Reimbursements/Federal Receipts
 - Operating Transfers
 - Disbursement (Advance)

Once a record meets one of the the criteria, it is assigned the corresponding SCO Type and is not analyzed further.

2/ Selection criteria is mutually exclusive and therefore each record can qualify for only one SCO Type.

EXHIBIT III-HB5 (Continued)

REPORT NAME: Analysis of General Cash Receipts and Disbursements Register	REPORT NO: CSTARHB5
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REPORT FORMAT

GENERAL DESCRIPTION:

This report has three different formats as follows:

REPORT FORMAT 1: Includes receipts and disbursements for Revenue (source codes 1nnnnn, 2nnnnn), Transfers In (source code 3nnnnn) and Refunds to Reverted Appropriations (source code 570000)

REPORT FORMAT 2: Includes receipts and disbursements for the Federal Trust Fund (source code 4nnnnn), Abatement to Expenditures (source code 5nnnnn), Reimbursements (source code 9nnnnn). Also includes receipts that post to GL 3110 without a Source code (Sales Tax)

REPORT FORMAT 3: Includes receipts and disbursements for Advance Collections (GL 3400), Liabilities for Deposit (GL5300) and Uncleared Collections (GL 3730)

SECTIONS COMMON TO ALL REPORT FORMATS

The report format is divided into several sections, each having a unique title to identify it. The following sections are common to all of the report formats:

SECTION A: FISCAL MONTH *nn* REMITTANCE AND DEPOSIT ACTIVITY

This section contains History File records posted to the fiscal period requested for GL 1110. The *nn* in the title is the report request Fiscal Month (Example: 02 = August).

SECTION B: FISCAL MONTH *nn* ACTIVITY RELATED TO PRIOR MONTHS

This section contains History File records from the future fiscal period (report Fiscal Month +1) for GL 1110. The records have a Document Date equal to or earlier than the last day of the report request Fiscal Month. This section is not present on a Current Month report. When June is requested as a Prior Month, this section includes Fiscal Month 13 and Fiscal Month 01 History records.

SECTION C: FISCAL MONTH *nn* REMAINDER OF REMITTANCE AND DEPOSIT ACTIVITY

This section contains the remaining History File records for GL 1110 for the future fiscal period that was not displayed in Section B, above. The Document Date is blank or greater than the last day of the report request Fiscal Month. This section is not present on a Current Month or Prior Year report. When June is requested as a Prior Month, this Section includes Fiscal Month 13 and Fiscal Month 01 History records.

Section C is not displayed on a PY report.

Following the Special Notes is a discussion of the three different report formats. The common sections are identified A, B, or C.

EXHIBIT III-HB5 (Continued)

REPORT NAME: Analysis of General Cash Receipts and Disbursements Register	REPORT NO: CSTARHB5
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SPECIAL NOTES:

Data fields without data are displayed in the heading of the report as spaces and appear blank.

The report includes information from multiple accounting periods when requested for a previous fiscal period (PM or PY request). After the agency identification and report title, the next line indicates the period of the report. The first date is the first day of the calendar month for the fiscal period for which the report is requested, followed by the report Run Date. Current Month reports do not have information for future fiscal periods.

The GLAN column value is determined by the value in the Source code field in the Transaction as indicated below:

<u>GLAN</u>	<u>SOURCE CODE:</u>
8000	1nnnnn, 2nnnnn or 4nnnnn
8100	9nnnnn
9000	58nnnn
9811	3nnnnn
9830	51nnnn-55nnnn or 59nnnn
9891	57nnnn

GLAN is the GL 1110 offset from the transaction when the Source is not present. If the offset GL is 1115, the GLAN indicated in the TC Title is used. For example, GLAN is 3500 for TC 110.

The Subsidiary column contains the Subsidiary from the transaction. If the TC is recording the collection of GLs 1400, 1500, 3400 and 3500, the GLAN is determined by the Source as indicated above and the Subsidiary is from the transaction. For example, when the agency collects for a GL 1400 Revenue document with Source 142500 and Subsidiary 00010000, the GLAN column is 8000 and the Subsidiary is 00010000.

The Transaction ID Column contains the Batch Date, Batch Type, Batch Number and Sequence Number of the transaction. The Batch Date Month and Day are shown, but the calendar year is not.

Prior Year reports requested during the months of July and August include all of Fiscal Month 13 activity. They also include Fiscal Month 01 activity that has a Document Date prior to June 30th. After August, Prior Year reports only display Fiscal Month 13 activity. They do not contain activity for future fiscal months.

A Prior Month report for June includes both Fiscal Month 13 and Fiscal Month 01 data in the future fiscal period. The June headings for Sections B and C are as follows (see Report Format description):

**FISCAL MONTH 13 AND 01 ACTIVITY RELATED TO PRIOR MONTHS; and
FISCAL MONTH 13 AND 01 REMAINDER OF REMITTANCE AND DEPOSIT ACTIVITY.**

When the Appropriation File has a zero balance in the Unremitted financial field for the fiscal period prior to the one requested, the first line on the page is not printed.

This report does not include Appropriation File records with an AS Table Account Type of **CC** (as shown on the B03 Report).

EXHIBIT III-HG1

REPORT NAME:	General Ledger Analysis Report	REPORT NO:	CSTARHG1
PURPOSE:	Provides an analysis of monthly activity by General Ledger Account and Fund.		
DESCRIPTION:	The report matches History File records with General Ledger File records. The primary use of this report is for researching reconciliation problems.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM or PY P: S=Summarize Cost Allocation, Labor ,Special Processing, and Year End Batches Blank=No summarization			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
0-No Organization	0-Sort by Trans ID	Not applicable	1-Fund
1-Section	1-Sort by Doc No.		2-Fund Detail
			3-Project
Fund Selection: Blank (all Funds) or any valid Fund			
GLAN Selection: Blank (all GLs) or any valid GL			
Additional Report Selection Options: Not applicable			
Destination Options: All available output media <u>except</u> L (Laser printer)			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM or PY			
P: All options available			
Level of Detail: All options available			
Fund Selection: Blank only			
GLAN Selection: Blank only			
FINANCIAL ELEMENTS:			
Beginning Balance per G/L File: This is the first line of data on each report and displays the Prior Period's Ending GL Balance in the Debits or Credits column. Balances are displayed without a sign unless it is an abnormal balance.			
Debits: This column represents the amount that posts as a Debit to a General Ledger Account from the History File. Signs are not used unless the transaction is a Reversal. Then it is displayed with a negative sign.			
Credit: This column represents the amount that posts as a Credit to a General Ledger Account from the History File. Signs are not used unless the transaction is a Reversal. Then it is displayed with a negative sign.			
Total Transactions GLA nnnn: This is the total of the Debits and Credits, respectively, for the General Ledger Account. It includes the Debits and Credits from the History File records.			

EXHIBIT III-HG1 (Continued)

REPORT NAME: General Ledger Analysis Report	REPORT NO: CSTARHG1
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FINANCIAL ELEMENTS: (Continued)

The following totals appear after the Total Transactions GLA *nnnn*:

Ending Balance - G/L File Beginning Balance + Total Transactions: Calculated as the sum of Debit and Credit History File records that post to the specific GL, plus the Beginning Balance per G/L File.

Ending Balance - G/L File Ending Balance: Calculated as the sum of Debits and Credits for the specific GL from the General Ledger File. This amount should always equal the preceding line (Ending Balance - G/L File Beginning Balance + Total Transactions). If not, it is an indication that the History and General Ledger Files are out of synchronization.

SPECIAL NOTES:

Report displays 600 and 700 series TCs as a non-add entry. There is a footnote at the bottom of the page when these TCs are included in the report.

Fund Level of Detail **3** will display Project information for GL File when present and History File ONLY when PC Table General Ledger Indicator is **1** or **B**.

When the General Ledger is in the 4th pair of the TC (Encumbrances), the Document File information is used instead of the History record input data.

The report excludes the Budgetary offset General Ledger Accounts.

If the Report Period P option is set to 'S', history records with the Batch Types starting with C (Cost Allocation), L (Labor Distribution), S (Special Processes), and Y (Year End) are summarized. These records were summarized by Section, Fund, Fun Detail, Project, General Ledger, Batch Date, Batch Type, Posting Date, FFY, Work Phase, Current Document-Suffix, and Reference Document-Suffix. Section, Fund, Fund Detail, and Project applies only if specified in the IPOF options, Work Phase applies only if the report is ordered by Project.

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
Project	Level of Detail: F	Yes	No
GL	GL Selection	Yes	Yes
Record Type ^{1/}	None	No	No
Transaction ID	Level of Detail: P	No	No

^{1/} Record type determines what the Document Number will be when the report is sorted by Document Number. The hierarchy for selecting what Document Number to use is: Claim Schedule or Check Number, Current Document Number, then Reference Document Number.

EXHIBIT III-HG1 (Continued)

```
CSTARHG1 9990 (DEST: AA SPEC) PM, ,1,0,0,1,0001, , , , , ***** RUN:05/05/08 TIME:06.00
FISCAL MONTH: 10 APRIL          1(SEC ) 0(BYTID)***** 1(FUND ) FUND(0001) GL(ALL )
```

DEPARTMENT OF AIR QUALITY
GENERAL LEDGER ACCOUNT ANALYSIS
AS OF 04/30/08

***** PAGE 24

```
SECTION      : 00
FUND         : 0001      GENERAL FUND
GENERAL LEDGER: 1319     ACCOUNTS RECEIVABLE OTHER
```

-----TRANSACTION ID-----					POSTING		
DATE	TP	NBR	SEQ	D	DATE	FFY	WP
-----				-	-----		--

						C-OB-DTL-AO	BSEQ CHK/SCHED/								
AS	M	INDX	PCA	/SOURCE-AS	SUBSIDRY	/LOC	DEPOSIT	CUR	DOC-SFX	REF	DOC-SFX	TC	R M	DEBITS	CREDITS
-----						---	----	-----	-----	-----	-----	---	- -	-----	-----
BEGINNING BALANCE PER GL FILE														357,351.25	

[illegible]

TOTAL TRANSACTIONS GLAN 1319	145,960.38	0.00
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ENDING BALANCE (GL FILE BEG.BAL. + TOTAL TRANSACTIONS)	503,311.63
--	------------

EXHIBIT III- HP1

REPORT NAME:	Project Transaction Analysis Report	REPORT NO:	CSTARHP1
PURPOSE:	Used to research activity shown on the Grant Project File reports for the period requested. This report provides detail transaction information that supports data displayed on Grant Project File reports.		
DESCRIPTION:	Displays History File activity for Grant Project File postings to Expenditures, Encumbrances, Obligations, Advances, Revenue and Units by ProjectWork Phase that occurred during the report period. This report contains ONLY History records that have a Project and post to one of the mentioned Grant Project financial fields.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM or PY P: Not applicable			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
Not applicable	Not applicable	Not applicable	0-No Fund 1-Fund & FS
Fund Selection: Blank (all Funds) or any valid Fund			
GLAN Selection: Applies to the Obligation+Encumbrance/Accounts Receivable Balance column only.			
Blank = Includes Allocated Encumbrances			
6150 = Excludes Allocated Encumbrances			
Additional Report Selection Options:			
Index Range:	Enter the Index or range of Indexes. Leave blank for all Indexes.		
PCA Range:	Enter the PCA or range of PCAs. Leave blank for all PCAs.		
OBJ Range:	Enter the Object Detail or range of Object Details. Leave blank for all Object Details.		
FFY Selection:	Not applicable.		
PRJ/WP Selection:	Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.		
Destination Options: All available output media <u>except</u> L (Laser printer)			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM or PY			
Level of Detail: All options available			
Fund Selection: Blank only			
GLAN Selection: Blank only			
Additional Report Selection Options: All selections and ranges – Blank only			

EXHIBIT III- H06 (Continued)

CSTARH06 9990 (DEST: AA SPEC) PM, ,2,0,0,1,0001, , , , , ***** RUN:10/31/05 TIME:06.00
FISCAL MONTH: 03 SEPTEMBER 2(LCDEP)***** 1(FUND) FUND(0001)*****

DEPARTMENT OF AIR QUALITY
CASH RECEIPTS & DISBURSEMENTS REGISTER
AS OF 09/30/05

***** PAGE 5

FUND: 0001 GENERAL FUND

[illegible]

```
***** TOTAL RECEIPTS ***** 344,161.86
```

028-306236	RD00298500 05092202084000010 09-02-05 438 05 3730	GOLD COUNTRY MGMT	5,175.00-
------------	---	-------------------	-----------

028-R00010	R00010	05091502076000010	09-09-05	124	05	1115	STO	30,809.57-
028-R00010	R00010	05091502076000020	09-09-05	124	05	1115	STO	27.35-
028-R00010	R00010	05091502076000030	09-09-05	124	04	1115	STO	144,394.81-
028-R00010	R00010	05091502076000040	09-09-05	124	05	1115	STO	355.30-
028-R00010	R00010	05091502076000050	09-09-05	124	05	1115	STO	1,087.84-
028-R00010	R00010	05091502076000060	09-09-05	124	04	1115	STO	1.70-
** TOTAL CHECK NUMBER 028R00010								176,676.57-

028-R00011	R00011	05092202085000010	09-16-05	124	05	1115	STO	10,299.54-
028-R00011	R00011	05092202085000020	09-16-05	124	05	1115	STO	102.60-
028-R00011	R00011	05092202085000030	09-16-05	124	04	1115	STO	19,050.26-
028-R00011	R000011	05092202085000040	09-16-05	124	05	1115	STO	90.00-
028-R00011	R00011	05092202085000050	09-16-05	124	04	1115	STO	10.50-
** TOTAL CHECK NUMBER 028R00011								29,552.90-

028-R00012	R00012	05092902092000010	09-23-05	124	05	1115	STO	28,497.89-
028-R00012	R000012	05092902092000020	09-23-05	124	04	1115	STO	28,327.56-
028-R00012	R00012	05092902092000030	09-23-05	124	05	1115	STO	77.25-
028-R00012	R00012	05092902092000040	09-23-05	124	05	1115	STO	105.00-
** TOTAL CHECK NUMBER 028R00012								57,007.70-

EXHIBIT III- H07

REPORT NAME: Letter of Credit Drawdown Remittance Advice Worksheet	REPORT NO: CSTARH07																																																								
PURPOSE: Assists in the preparation of the Letter of Credit Drawdown Remittance Advice to the SCO.																																																									
DESCRIPTION: Lists History File records that post to GL 9000; have a Fund Source of F (Federal Trust Fund); and have the PC Table Billing Cycle set to 1 .																																																									
REPORT REQUEST OPTIONS: <div style="margin-left: 20px;"> Report Period: FM: CM, PM or PY P: Not applicable Level of Detail: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">Index (I) Not applicable</div> <div style="text-align: center;">Program (P) Not applicable</div> <div style="text-align: center;">Object/Source(O/S) Not applicable</div> <div style="text-align: center;">Fund (F) Not applicable</div> </div> Fund Selection: Not applicable GLAN Selection: Not applicable Additional Report Selection Options: Not applicable Destination Options: All available output media E1 (Electronic Storage) Report Request Options: E1 options are limited to the following: <div style="margin-left: 40px;">Report Period FM: PM or PY</div> </div>																																																									
FINANCIAL ELEMENTS: Amount: The History File record amount. Normal balance is a Debit.																																																									
SPECIAL NOTES: <p>This report is produced on a daily basis when an agency has History File activity that meets the selection criteria for the report. The report may also be requested for the entire month from the Report Request Table.</p> <p>Reference is shown as REF/FFY when the AS Table Account Type is PR.</p>																																																									
REPORT SORT: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">DATA FIELD</th> <th style="width: 25%;">SELECTION OPTIONS</th> <th style="width: 25%;">PAGE-BREAK</th> <th style="width: 25%;">SUB-TOTAL</th> </tr> </thead> <tbody> <tr><td>Disbursing Org</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Fed Catalog Number</td><td>None</td><td>Yes</td><td>Yes</td></tr> <tr><td>ENY</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Section</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Fund</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Fund Source</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Method</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>Reference</td><td>None</td><td>Yes</td><td>No</td></tr> <tr><td>AS Number</td><td>None</td><td>No</td><td>No</td></tr> <tr><td>Program</td><td>None</td><td>No</td><td>Yes</td></tr> <tr><td>GL</td><td>None</td><td>No</td><td>No</td></tr> <tr><td>Process Date</td><td>None</td><td>No</td><td>No</td></tr> <tr><td>Transaction ID</td><td>None</td><td>No</td><td>No</td></tr> </tbody> </table>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Disbursing Org	None	Yes	No	Fed Catalog Number	None	Yes	Yes	ENY	None	Yes	No	Section	None	Yes	No	Fund	None	Yes	No	Fund Source	None	Yes	No	Method	None	Yes	No	Reference	None	Yes	No	AS Number	None	No	No	Program	None	No	Yes	GL	None	No	No	Process Date	None	No	No	Transaction ID	None	No	No
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL																																																						
Disbursing Org	None	Yes	No																																																						
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Reference	None	Yes	No																																																						
AS Number	None	No	No																																																						
Program	None	No	Yes																																																						
GL	None	No	No																																																						
Process Date	None	No	No																																																						
Transaction ID	None	No	No																																																						

EXHIBIT III- H10 (Continued)

CSTARH10 9990 (DEST: AA SPEC) PM, ,6,5,4,1,0001, , , , , ***** RUN:03/27/06 TIME:06.27
FISCAL MONTH: 08 FEBRUARY 6(INDEX) 5(PCA) 4(AGYOBJ) 1(FUND) FUND(0001) GL(ALL)

HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q16 REPORT
AS OF 02/28/06

***** PAGE 179

FFY:	05	
FUND:	0001	GENERAL FUND
FUND SOURCE:	R	REIMBURSEMENTS
PCA:	54-10-000-000-54100	BENEFITS DIVISION (GENERAL)

[illegible]

INVOICE	DOC	DATE	REF	DOC	SX	CUR	DOC	SX	CLAIM	NO	BATCH	HDR	PR	DATE	TC	R	VENDOR NAME	CUR	MONTH	EXP
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*TOTAL AGENCY OBJECT 00	MISC OFFICE SUPPLIES	646.92
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54	10	00	00	00	5410	GENERAL ADMINISTRATION	3	11	213	02	DGS PROCUREMENT CHARGES	
						COST ALLOC					060316CJ	14.89

*TOTAL AGENCY OBJECT 02	DGS PROCUREMENT CHARGES	14.89
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COST ALLOC	060316CJ	5.00
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*TOTAL AGENCY OBJECT 00	NOC-GOODS-GEN EXP	5.00
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54	10	00	00	00	5410	GENERAL ADMINISTRATION	3	12	242	00	PAMPHLT/LEAFLT/BROCH/ETC	
						COST ALLOC				060316CJ		175.00-

*TOTAL AGENCY OBJECT 00	PAMPHLT/LEAFLT/BROCH/ETC	175.00-
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54	10	00	00	00	5410	GENERAL ADMINISTRATION	3	12	244	00	OFFICE COPIER EXP	
						COST ALLOC					060316CJ	68.00

*TOTAL AGENCY OBJECT 00	OFFICE COPIER EXP	68.00
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54	10	00	00	00	5410	GENERAL ADMINISTRATION	3	13	257	10	PACIFIC BELL	
						COST ALLOC					060316CJ	2,470.11

*TOTAL AGENCY OBJECT 10	PACIFIC BELL	2,470.11
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54	10	00	00	00	5410	GENERAL ADMINISTRATION	3	14	268	20	OPERATING EXPENSE - POSTAGE/OV	
						COST ALLOC					060316CJ	69.36

*TOTAL AGENCY OBJECT 20	OPERATING EXPENSE - POSTAGE/OV	69.36
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EXHIBIT III- H11

REPORT NAME:	General Fixed Asset Transaction Analysis Report			REPORT NO:	CSTARH11
PURPOSE:	Used to determine which items of equipment and Capital Outlay should be recorded in Fund 0997. This is a worksheet to assist in preparing inventory and property records.				
DESCRIPTION:	<p>Displays expenditures related to equipment and Capital Outlay purchases. The report contains information about each transaction with the identifying source document.</p> <p>History File records are selected when the Object Code is: 226, 446, or 451 through 488; or the AS Table Character is 3. These Object Codes are considered Equipment. History File records that have their AS Table Character set to 3 are considered Capital Outlay.</p>				
REPORT REQUEST OPTIONS:					
Report Period:					
FM: CM, PM or PY					
P: Not applicable					
Level of Detail:					
<u>Index (I)</u>		<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	
0-By Index		0-Equipment Only	Not applicable	Not Applicable	
1-Not by Index		1-Equipment & Capital Outlay			
Fund Selection: Not applicable					
GLAN Selection: Not applicable					
Additional Report Selection Options:					
Index Range:		Enter the Index or range of Indexes. Leave blank for all Indexes.			
PCA Range:		Enter the PCA or range of PCAs. Leave blank for all PCAs.			
OBJ Range:		Enter the Object Detail or range of Object Details. Leave blank for all Object Details.			
FFY Selection:		Enter the FFY or leave blank for all FFYs.			
PRJ/WP Selection:		Not applicable.			
Destination Options:		All available output media			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:					
Report Period FM: PM or PY					
Level of Detail: All options available					
Additional Report Selection Options: All selections and ranges – Blank only					